

**MINUTES OF THE REGULAR MEETING
OF THE
MANNING CITY COUNCIL**

Monday, April 16, 2007
6:30 p.m.

Breedin Assembly Room
City Hall

Members Present:

Mayor Johnson
Mayor Pro-tem Gordon
Councilmember Davis
Councilmember Evans
Councilmember Georgia
Councilmember Pack
Councilmember Witherspoon

Members Absent:

(E- Excused/U-Unexcused)

- I. Welcome/Introductory Remarks:** Mayor Johnson welcomed all present and stated that the media was notified. Mayor Johnson acknowledged the following:

News Media: Eric Goold, Manning Times
Sharron Haley, The Item

Others: Russell Duncan- Clemson Extension
Gerry Dukes- Clemson Extension
Larry Williamson- Manning Zoning Board of Appeals

- II. Invocation:** Councilmember Ervin Davis

- III. Pledge:** Councilmember Witherspoon

- IV. Approval of Agenda:**

A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Evans to approve the amended agenda. There was no discussion. All favored the motion.

- V. Minutes:**

**Minutes of the Regular Meeting of City Council, March 19, 2007.
Minutes of a Special Called Meeting of City Council, April 3, 2007.**

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A **motion** was made by Councilmember Evans and was seconded by Mayor Pro-tem Gordon to approve the minutes of the Regular Meeting of City Council, March 19, 2007 and the Minutes of a Special Called Meeting of City Council, April 3, 2007. There was no discussion. All favored the motion.

VI. Citizens' Comments: None.

VII. Committee Reports: None.

VIII. Mayor's Report:

Mayor Johnson stated that the Mayor's Report was included in Council's packet as information. In addition, Mayor Johnson thanked Mrs. Adger for the design on the inside cover of the Council packet which lists a calendar of important events.

Mrs. Adger stated that there was one correction needed. The calendar should have listed the date of the Council Meeting as June 18, 2007, not June 17, 2007.

IX. Public Presentation:

Mayor Johnson welcomed Mr. Russell Duncan and Mrs. Gerry Dukes of Clemson Extension. Mayor Johnson stated that Mr. Duncan and Mrs. Dukes were to speak to Council on a proposed partnership.

Clemson ExtensionHorticultural/Community Development Agent
Mrs. Gerry Dukes
Mr. Russell Duncan

Mr. Duncan stated that he had attended a Chamber Retreat, listened to the local municipalities speak about their beautification programs and saw that there was a need for professional help in the area. Mr. Duncan stated that most county extension offices have horticulture positions funded through various partnerships. In addition, Mr. Duncan stated that Mrs. Adger noted that the city was looking at funding a position to assist with the Main Street South Carolina projects for the overall beautification/revitalization process. Mr. Duncan showed Council a slide presentation of a proposal for funding the position.

Mrs. Dukes stated that she worked with agencies to help put partnerships together, provide expertise in horticulture as well as community development.

Mrs. Dukes stated that the under the proposed budget, the starting salary for the position would be \$52,000.00 which would include fringe benefits, materials, supplies and a computer. A Master's degree in horticulture is preferred. Mrs. Dukes stated that the position would be funded as follows:

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\$13,500	funded by Clemson Extension
\$13,500	funded by the County or a private funding source
<u>\$25,000</u>	funded by the City of Manning
\$52,000	Total salary for the position

Following, Mr. Duncan stated that he had spoken with the Chairman of Clarendon County Council about funding the position and stated that the County was unsure if they could commit to funding the position presently. In addition, Mr. Duncan stated that Clemson was working on funding from another private source. Next, Mr. Duncan stated that the percentage of time used in the position would be as follows:

- 30% of the time spent - devoted to the City of Manning's Main Street South Carolina
- 30% of the time spent - devoted to the Master Gardener training and management
- 20% of the time spent - devoted to educational grounds keeping for homeowners
- 15% of the time spent - devoted to water quality and quantity issues
- 5% of the time spent - working with advisory committees.

Mayor Johnson stated that he would like to see Clarendon County participate in the funding, and that any private funding obtained be utilized to offset what each agency would have to pay.

Councilmember Davis asked the time frame to start the project.

Mrs. Dukes stated that although she would like to start as quickly as possible, the process could take up to six months.

Mrs. Adger stated that Council had agreed to become a member of Main Street South Carolina. In addition, Mrs. Adger stated that once the City has obtained membership in Main Street South Carolina, the City is required to pay a minimum salary (\$25,000.00) to remain in the program. Also, Mrs. Adger inquired if Clemson would provide space for the position.

Mr. Duncan stated that the position would be a Clemson Extension employee in which a Memorandum of Agreement would be executed with details of the partnership.

A **motion** was made by Councilmember Witherspoon and was seconded by Councilmember Evans to enter into a partnership with Clemson Extension as proposed. All favored the motion.

Mayor Johnson asked when would the Memorandum of Agreement be ready.

Mrs. Dukes stated that it would be prepared as soon as possible.

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A **motion** was made by Councilmember Davis and was seconded by Councilmember Evans to authorize the Administrator to execute a Memorandum of Agreement on behalf of the City of Manning and Clemson Extension. There was no discussion. All favored the motion.

Proclamation.....Neighborhood Clean Up Month

Mayor Johnson stated that he had signed a proclamation on behalf of Council encouraging property owners to enhance their neighborhoods and the city by keeping their property clean, neat and litter free.

Proclamation.....Municipal Clerks' Week

Mayor Johnson stated that he had signed a proclamation on behalf of Council thanking the City Clerk and all Clerks throughout the county for their outstanding job.

X. Finance Director's Report:

The Finance Director gave the following report:

Finance Report for Month Ending March 31, 2007

General Fund Unrestricted:	\$ 1,587,923.00
Total Unrestricted GF	1,587,923.00

General Fund Restricted:	\$ 56,140.00
Total Restricted GF	56,140.00

Interest Earned (GF):	8,324.00
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Utility Fund Unrestricted:	\$ 1,082,715.00
Total Unrestricted UF	1,082,715.00

Utility Fund Restricted/Reserved:	\$ 1,303,050.00
Total Restricted/Reserve UF	1,303,050.00

Interest Earned (UF)	5,385.00
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Special Fund:	\$ 45,208.00
Total Special Fund	45,208.00

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Financial reports are unadjusted totals due to incomplete audits for FY 05 and 06. Should be 75% into the budget year.

REVENUE

	<u>Current</u>	<u>Percent Collected</u>
YTD GF Revenue	2,069,400	58%
YTD UF Revenue	1,218,593	61%

EXPENDITURES BY DEPARTMENT

GENERAL FUND

	<u>YTD Spent</u>	<u>Remaining</u>
Legislative	\$ 59,903.00	79%
Judicial	\$ 36,721.00	57%
Administration	\$ 220,420.00	54%
Non-Departmental	\$ 94,186.00	21%
Police	\$ 802,375.00	73%
Fire	\$ 309,641.00	59%
Street	\$ 619,842.00	65%
YTD GF	\$ 2,149,057.00	60%

UTILITY FUND

Utility	\$ 1,175,142.00	59%
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Following the report, Mayor Johnson thanked Mrs. Adger for negotiating the Highway 521 Widening Project repayment agreement between the City of Manning and the South Carolina Department of Transportation.

XI. Administrator's Report:

The Administrator gave the following report:

1. Council Packet Cover: **Character Word of the Month:** Positive Attitude.
Administrative Professionals Day: Wed., April 25th.

Mrs. Adger asked members of Council to extend acknowledgements to staff members in recognition of Administrative Professionals Day.

2. **Budget – FY 07-08.** Reminder: City Council Budget Workshop is scheduled for May 15th.
 - a. **Annexation.** Research continues on annexation and will be presented as part of the budget.
3. **Events List:** Listed on the inside cover of your packet (One correction – Council Meeting June 18th).

May 10th is the designated date to register at the Hyatt for the Annual Meeting.

4. **LMRWA Meeting:** Thursday, May 3rd at Clark's Restaurant, Santee, SC at 2:00 p.m.
5. **RIF Grant:** Project is 99% complete; however, we will request an extension through June to cover all final correspondences and payment requests. The written Executive Summary is being completed by DesignWorks and the Master Plan will soon be delivered.
6. **Grant Awarded.** Received \$20,000 from the SC State Housing Finance and Development Authority. The grant will assist in demolishing and rebuilding a house at 112 West Huggins Street.
7. **Demolitions.** (1) House on Dyson Street completed. (2) Funds from CDBG from the Department of Commerce will permit demolition of a house at 106 West Huggins Street at the permission of property owner. The house will not be rebuilt. (3) and the house on Harvin Avenue and Dinkins Street will be demolished by owner.

To date, for fiscal year 06-07, the City has demolished a total of five houses and has clean a total of 17 overgrown lots. Liens have been placed on all lots cleaned by the City, with the exception of one lot on Harvin Avenue. The City was given this lot in exchange for demolishing and clearing the property.

8. **Street Clock Presentation:** City Hall on Thursday, April 19th at 11:00 am.
9. **City Council Special Called Meeting:** Monday, April 23rd at 5:30 pm, City Hall.

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10. **Fire Department Grant.** Good News! Unofficially, the City has received an extension on the Fire Department's Grant.
11. **SCDOT Ditches:** SCDOT will be inspecting ditches to be cleaned out in the following areas: Drayton, W. Huggins, Barnwell, Spann, Lawson and Watts Streets.
12. **Summerton Agreement.** Engineers have not completed their correspondences. As a result, the agreement for Summerton is not ready.
13. **Department Heads:** Present, with exception of Fire Chief, Mitchell McElveen (vacation). Departmental Reports are included in packets as information.
14. **Meetings:** I will be on vacation: June 18 – June 26.

Received a request from Johnnie Beacham to be added to bid list. Need to know what is Council's pleasure.

Mayor Johnson stated that employees wishing to do business with the city must request in writing permission from City Council to be added to the city's bid list.

A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Witherspoon to add a business owned by Johnnie Beacham, III, J. C. Beacham, Inc., to the City of Manning's Bid List. All favored the motion.

A) Departmental Reports:

Mayor Johnson stated that departmental reports were included in Council's packet as information.

XII. Old Business:

A. Discussion of Nominees for replacements on Boards:

- 1) **Housing Advisory Council**
- 2) **Tree and Beautification Board**

Mayor Johnson stated that there were vacancies on various boards and asked if Council had any recommendations for the vacancies.

A **motion** was made by Councilmember Pack and was seconded by Mayor Pro-tem Gordon to nominate Ms. Angel Reed to fill the position as a member of the Housing Advisory Council. There was no discussion. All favored the motion.

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There were no other appointments made; as a result, Mayor Johnson asked members of Council to be prepared to make an appointment to fill the remaining vacancy at the next regular meeting.

B. Approval of Transfer Request for Demolition.

Mayor Johnson stated that the city is working hard to resolve complaints concerning abandoned houses and asked Mrs. Adger to speak on this item.

Mrs. Adger stated that at the last Council Meeting, Council agreed to add funds to the Lot Clearing line item to demolish one house and to clear overgrown lots for the remainder of the fiscal year. Mrs. Adger stated that she was instructed to follow-up with the department head, Mr. Rubin Hardy, to identify where the funds would be transferred from within the Street Department budget. Mrs. Adger stated that Mr. Hardy agreed to transfer funds from the Street Department's Capital Expenditure line item for Mowers to the Lot Clearing line item.

Mrs. Adger stated that the house for demolition was located on Dyson Street and that the bids received for demolition had ranged from \$8,000.00 to \$12,000.00.

Following, Mayor Johnson stated that the house had already been demolished and asked Council for a motion.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Georgia to approve the transfer of funds from the Street Department Capital Expenditure line item for Mowers to the Street Department line item for Lot Clearing to cover the cost of the demolition. There was no discussion. All favored the motion.

C. Discussion of Macedonia Community Development Corporation's request for funding of the Althea Gibson Boys and Girls Club Resource Center.

Mayor Johnson stated that Rev. Lesaine of Macedonia Community Development Corporation came before Council at the last meeting with a couple of requests and that Council had asked Mrs. Adger to research these requests and to come back to Council next month with recommendations.

Following, Mrs. Adger stated that she had spoken with Rev. Lesaine concerning his requests. Mrs. Adger stated that Rev. Lesaine had asked that his request to waive the water and sewer tap fees be withdrawn. Mrs. Adger recommended that Council honor the request.

In addition, Mrs. Adger stated that due to the city's own on-going projects her recommendation concerning Rev. Lesaine's request for funding in the amount of \$100,00.00 for the Althea Gibson Boys and Girls Club Resource Center be denied, but that the city provide any in-kind services that might be needed.

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A **motion** was made by Councilmember Davis and was seconded by Councilmember Evans to accept the Administrator's recommendations. There was no discussion. All favored the motion.

D. Discussion of Macedonia Community Development Corporation's request for waiver of water and sewer tap and impact fees.

This item was discussed in Item XII, Old Business, Item C.

XIII. New Business:

A. Discussion of an ordinance regulating the sale and display of merchandise on sidewalks and public rights-of-way within the incorporated limits of the City of Manning.

Mayor Johnson stated that the City's Ordinance allows sidewalk sales once per quarter in Core Commercial Districts and that a particular business located in the Core Commercial District requested that sidewalk sales be allowed more than once per quarter. Mayor Johnson stated that in order to change the ordinance, it would require two readings by Council.

Following some discussion, a **motion** was made by Councilmember Davis and was seconded by Councilmember Evans to allow the ordinance concerning sidewalk sales as stated in the City's Code of Ordinances to remain unchanged. There was no discussion. All favored the motion.

B. Resolution proclaiming April as Fair Housing Month.

Mayor Johnson stated that the City is committed to affordable, fair housing for all citizens. Mayor Johnson stated that as a Community Development Block Grant recipient, the City supports the Fair Housing Act by adopting a Resolution proclaiming April as Fair Housing Month.

A **motion** was made by Councilmember Davis and was seconded by Councilmember Evans to approve the Resolution proclaiming April as Fair Housing Month. There was no discussion. All favored the motion.

C. Discussion of a grant application for the State Budget and Control Board for water project.

Mayor Johnson stated that the City had pledged support for the Have Faith Community Development Corporation's (HFCDC) development project concerning water and sewer infrastructure. Mayor Johnson stated that the HFCDC had applied for a grant for their water project through the State Budget and Control Board and that in order to proceed further with their project, a municipality would have to apply

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on their behalf. As a result, Have Faith Community Development Corporation has asked the City to apply for the wastewater grant on their behalf.

A **motion** was made by Councilmember Pack and was seconded by Councilmember Georgia to approve Have Faith Community Development Corporation's request for the City to apply for a grant with State Budget and Control Board on their behalf for sewer. There was no discussion. All favored the motion.

Following, Mayor Johnson stated that although the city had committed to funding \$50,000.00 towards the project, the city would not release any funds until all of the funding necessary is in place.

D. Discussion of fees for zoning applications.

Mayor Johnson stated that currently the fee for the submission of zoning applications is \$55.00 which covers some of the costs of administrative and advertising fees. Mayor Johnson stated that Mrs. Adger had contacted several municipalities concerning the fees they charge for zoning applications. Mayor Johnson asked Mrs. Adger to explain her findings.

Mrs. Adger stated that the current fee charged for zoning applications is \$55.00. Mrs. Adger stated that due to the rising cost in advertisements, she requests direction from Council on whether to increase the zoning fees.

Mayor Johnson asked Mrs. Adger to come back to Council with a recommendation.

E. Discussion of renovations at City Hall.

Mayor Johnson stated that Council agreed to have work done at City Hall including windows because of leakage. Mayor Johnson asked Mrs. Adger to review what will need to be done.

Mrs. Adger stated that the renovations would include:

- re-upholstered or new chairs in the Breedin Room
- painting interior of building
- window treatments and curtains throughout the building

After some discussion, Council agreed to go through the regular procurement process for the renovations.

F. Discussion of SC Local Government Insurance Coverage.

Mayor Johnson stated that at a recent Board Meeting, it was discussed that there would be some cost increases in the insurance coverage due to the record amount of claims that were paid out.

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Mrs. Adger stated that there could be a 14-16% increase in the cost for medical coverage in the upcoming fiscal year. In addition, Mrs. Adger stated that SC Local Government Insurance Group had provided each municipality with several insurance plans to choose from. However, the alternative plans had lower costs but higher deductibles. Mrs. Adger recommended to Council that the City stay with the current plan.

Mayor Johnson stated that after meeting with the Municipal Association, he believed that Mrs. Adger's recommendation was a good recommendation.

A **motion** was made by Mayor Pro-tem Gordon and was seconded by Councilmember Witherspoon to stay with the current medical coverage plan through SC Local Government Assurance Group. There was no discussion. All favored the motion.

XIV. Councilmembers' Comments

Mayor Pro-tem Gordon

Mayor Pro-tem Gordon inquired about mosquito spraying.

Mr. Rubin Hardy, Public Works Director, stated that the spraying would begin soon.

Councilmember Pack

Councilmember Pack commented on the recent tree plantings at the Bellewood Park Playground and the good job that was done to ensure that the plants are watered.

Mayor Johnson

Mayor Johnson thanked Mr. Jeffrey Black, Mrs. Marie Land and the city staff for continuing to work on the City's downtown Master Plan. However, Mayor Johnson stated that during a recent meeting with Mr. Black and Mrs. Land, they both emphasized how important following through will be to the plan. In addition, Mayor Johnson stated that there were several ideas expressed for beautifying the downtown area and that Mr. Black and Mrs. Land would bring back to Council ideas and associated costs. Again, Mayor Johnson thanked each for their hard work.

Mayor Johnson stated that he attended a meeting at the Clarendon County Development Board with Clarendon County and other municipalities to discuss Farmers Telephone Company's desire to help financially with water/sewer infrastructure. Also, Mayor Johnson stated that there would be additional meetings to discuss expanding the water lines further out Highway 260.

XV. Executive Session:

A **motion** was made by Councilmember Evans and was seconded by Councilmember Pack to enter into Executive Session to discuss a personnel Matter in the Administration Department concerning the Administrator's Position, a contractual matter concerning a legal update on the lawsuit filed by S.C. Self Storage Association, a personnel matter in the Police Department concerning separations and a personnel matter in the Public Works Department concerning employees' performances. There was no discussion. All favored the motion.

Following Executive Session, no action was taken.

XVI. Adjournment:

A **motion** was made by Councilmember Pack and was seconded by Councilmember Georgia to adjourn. There was no discussion. All favored the motion.

TIME: 8:10 p.m

Respectfully submitted,

**Daun Davis
City Clerk**